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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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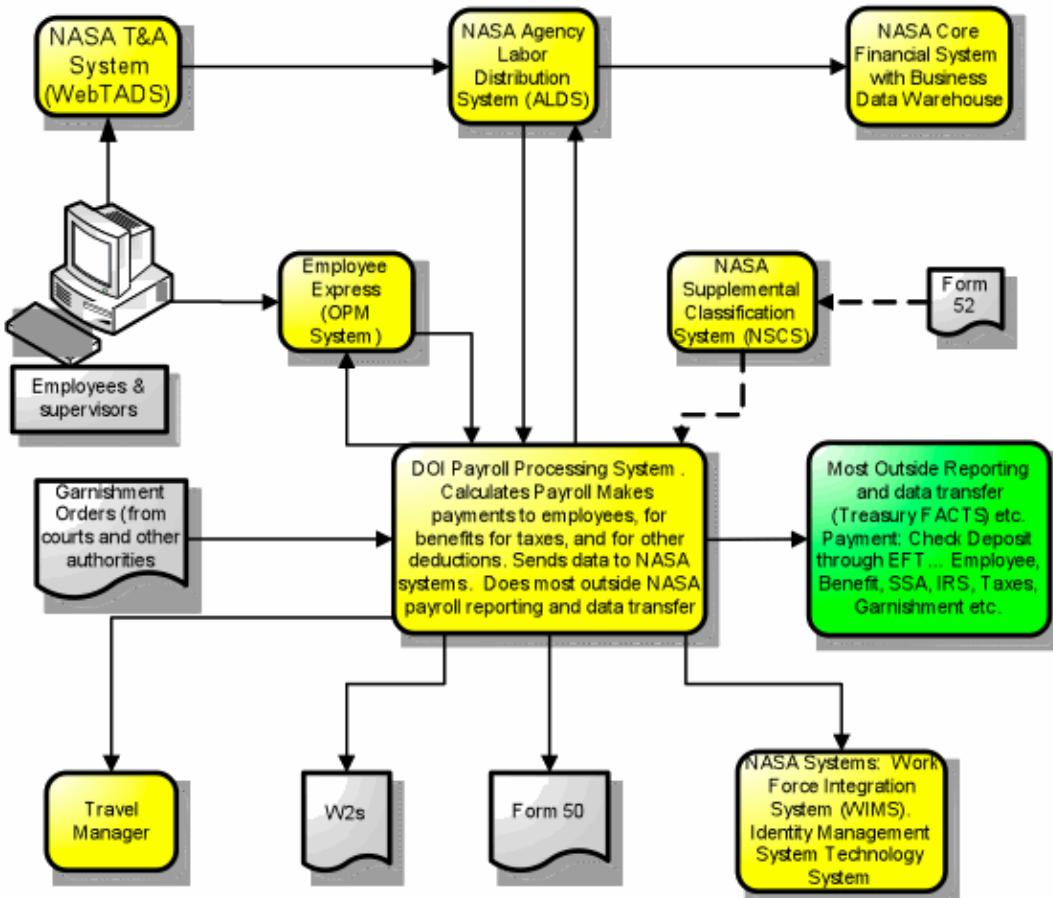
## Subject: Payroll

Responsible Office: Office of the Chief Financial Officer

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |  
[Chapter8](#) | [AppendixA](#) | [ALL](#) |

## Appendix A. Key Components of NASA Payroll Related Systems

Diagram Reflecting Key Components of NASA Payroll Related Systems.  
Descriptions follow starting on the next page



### A.1 Description of Diagram Reflecting Key Components of NASA Payroll Related Systems.

A.1.1 The DOI FPPS occupies the center of NASA's payroll system for:

- a. Management of payroll data.
- b. Calculation of payroll based on data from NASA systems or manual input.
- c. Furnishing outputs to:
  - (1) Pay employee benefits, taxes and other obligations
  - (2) Report payroll information internally and externally.

A.1.2 Key inputs to DOI FPPS are:

- a. From HR Specialists classified job class, pay grade, leave accrual, and other information needed for payroll determined by the HR specialist's evaluation of Standard Form 52, Request for Personnel Action (Form 52), with the aid of the NASA Supplemental Classification System (NSCS).
- b. From Employee Express NASA employee's web-based input for benefits, tax status, and allotments.
- c. From the NASA's Agency Labor Distribution System (ALDS) WebTADS T&A Data to be processed through DOI FPPS after supplemental ALDS processing. Employee's input pay period transactions into WebTADS for on-line verification by supervisors prior to transmission to the NASA Labor Distribution Systems supplemental processing for labor cost distribution to programs and projects.
- d. From courts and other authorities direct receipt of Garnishment orders.

A.1.3 Key outputs from DOI FPPS are:

- a. To the ALDS final payroll calculations assigning labor cost to programs and projects. ALDS performs supplemental processing for NASA's Core Financial System and Business Data Warehouse updates.
- b. To employee's bank accounts electronic payment deposits.
- c. To employees Form W2, Wage and Tax Statement.
- d. To employees' on-line inquiry through Employee Express for payroll information and benefits review.
- e. To NASA HR Specialists and employees Form 50s to document personnel actions.
- f. To NASA's Travel Manager System payment information for recouping travel debts.
- g. To NASA's WIMS system, HR data for information and management purposes.
- h. To Treasury data necessary for banking and FACTS reporting.
- i. To the Internal Revenue Service data necessary for tax and FICA payments.
- j. To others transactions paying employee benefits and elected deductions
- k. To others information for reporting workforce and personnel information.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |  
[Chapter7](#) | [Chapter8](#) | [AppendixA](#) | [ALL](#) |

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